

## Maternity/Parental Leave – Checklist

### As Soon As Possible:

- Notify CM S&D that you will be taking maternity/parental leave;
- Complete Maternity-Parental Leave Form.

### Baby's birth:

- Call Pay Centre to notify the birth:
  - 1-855-686-4729;
- Apply for E.I.:
  - Print copies of the last two pay stubs;
- Print and send a copy of E.I statement showing proof of E.I with a PAR to the Pay Centre:
  - Email: [centredepaye.paycentre@tpsgc-pwgsc.gc.ca](mailto:centredepaye.paycentre@tpsgc-pwgsc.gc.ca).

### When You Receive Birth Certificates:

- Make 2 photocopies of Birth Certificate:
- Send one copy with a PAR to the Pay Centre:
  - Pay Centre email address: [centredepaye.paycentre@tpsgc-pwgsc.gc.ca](mailto:centredepaye.paycentre@tpsgc-pwgsc.gc.ca);
- Send one copy by **MAIL** to the Pension Centre with your name, PRI, and Pension ID number:
  - Address:  
Public Services and Procurement Canada Government of Canada Pension Centre—Mail  
Facility PO Box 8000  
Matane, QC, G4W 4T6

### ADDING DEPENDENTS TO BENEFITS

#### Canada Life Medical:

Go online to Canada Life and add baby as a dependent for medical benefits:

1. Log into your *Canada Life* account;
2. Go to *Public Service Health Care Plan (PSHCP)*;
3. Click your initials/person (top right corner);
4. Click "*Your Profile*";
5. Click "*Dependents and other coverage*";
6. Click "*View*" on "*Dependents*";
7. Click "*Add Dependent*".

#### Canada Life Dental:

Go online to Canada Life and add baby as a dependent for dental benefits:

1. Log into your *Canada Life* account;
2. Go to *Public Service Dental Care Plan (PSDCP)*;
3. Click your initials/person (top right corner);
4. Click "*Your Profile*";
5. Click "*Dependents and other coverage*";
6. Click "*Add Dependent*".

### Return to Work

- Print and send copies of all E.I. payments made while on leave with a PAR to the Pay Centre:
  - Email: [centredepaye.paycentre@tpsgc-pwgsc.gc.ca](mailto:centredepaye.paycentre@tpsgc-pwgsc.gc.ca).

## HOW TO FILL OUT A PAR

### Updated PAR:

Download the newest version of a PAR from the Public Service Pay Centre. The forms are constantly being updated. If the newest version is not used, your PAR will not be processed.

### Filling out PAR form:

- *Section 1: Department/Agency:*
  - Correctionnal Services Canada;
- *Section 2: Work Type:*
  - Entitlements (Non Automated Allowances);
- *Section 3: Sub Type:*
  - EI - QPIP related maternity payment;
- *Section 4: Name of Requestor:*
  - You are the requestor, input your information.

### Email subject line:

**SITE – LAST NAME, FIRST NAME – NATURE OF PAY REQUEST – DATE (beginning and/or end date year/month/day)**

Examples:

PACIFIC INSTITUTION – DOE, JANE – BIRTH OF CHILD – 2020-09-26

PACIFIC INSTITUTION – DOE, JANE – PROOF OF EI – 2020-10-01 – 2021-06-26

### Pay Centre email address:

Submit completed PAR to the Pay Centre:

[centredepaye.paycentre@tpsgc-pwgsc.gc.ca](mailto:centredepaye.paycentre@tpsgc-pwgsc.gc.ca)

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### Useful links

- **The hub link:**  
<http://thehub/En/about-csc/sectors/hr-management/Instructionspayprocesses/leave-without-pay-maternity-and-parental-e.docx>
- **Link to the leave form:**  
[https://www.gcpeia.gc.ca/gcwiki/images/0/0e/MATERNITY\\_PARENTAL\\_LEAVE\\_FORM-EN\\_2023-06-07.pdf](https://www.gcpeia.gc.ca/gcwiki/images/0/0e/MATERNITY_PARENTAL_LEAVE_FORM-EN_2023-06-07.pdf)